

Matthew Griggs

Corona, CA 92883

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Work Experience

CNC Machine Operator

Tamshell Corporation - Corona, CA

October 2021 to Present

Operate CNC machines to produce parts for various applications. Inspect parts to ensure customer specifications are maintained. Ensure CNC machines are operating safely and maintaining them to operate efficiently. Keep work area clean and organized. Perform various other duties as needed by supervisor.

Freelance Writer

Self Employed - Corona, CA

August 2020 to Present

Write content articles for clients based on their needs and using keywords the client wishes to be in the article.

CNC Operator

X Machine INC - Riverside, CA

August 2019 to October 2021

Operate CNC machines to produce parts for various applications. Inspect parts to ensure customer specifications are maintained. Ensure CNC machines are operating safely and maintaining them to operate efficiently. Keep work area clean and organized. Perform various other duties as needed by supervisor.

Owner

Tem Reptiles - Corona, CA

June 2021 to September 2021

Breed reptiles such as ball pythons and leopard geckos.

Maintain clean and safe environment for animals.

Ensure dietary and housing needs for animals are met.

Asset Protection Associate

Kmart - Redlands, CA

November 2018 to May 2019

Prevent internal and external theft. Apprehend shoplifters and conduct investigations. Maintain safe working environment for customers and associates. Monitor cctv surveillance system for suspicious behavior and theft. Make sure to prevent and remove any safety hazards from store. Investigate potential internal theft and fraud. Write reports regarding incidents of theft or other incidents in the store. Utilize CCTV equipment to record theft and other incidents

Target Protection Specialist

Target - Riverside, CA

February 2018 to November 2018

Prevent internal and external theft. Assist Asset Protection Specialist in apprehending shoplifters. Maintain merchandise protection standards and conduct daily counts of high theft potential merchandise. Maintain Target safety standards. Write reports regarding incidents of theft or other incidents in the store. Utilize CCTV equipment to record theft and other incidents

Asset Protection Associate

Kmart - Riverside, CA

August 2017 to February 2018

Prevent internal and external theft. Apprehend shoplifters and conduct investigations. Maintain safe working environment for customers and associates. Monitor cctv surveillance system for suspicious behavior and theft. Make sure to prevent and remove any safety hazards from store. Investigate potential internal theft and fraud. Write reports regarding incidents of theft or other incidents in the store. Utilize CCTV equipment to record theft and other incidents

Asset Protection Associate

Kmart - Riverside, CA

June 2017 to August 2017

Prevent internal and external theft. Apprehend shoplifters and conduct investigations. Maintain safe working environment for customers and associates. Monitor cctv surveillance system for suspicious behavior and theft. Make sure to prevent and remove any safety hazards from the store. Investigate potential internal theft and fraud. I was transferred to current store after this store closed.

Office Assistant/ House monitor

Cornerstone Southern California - Santa Ana, CA

May 2017 to June 2017

Help clients in maintains sobriety. Update clients files and status. Help clients with their needs such as driving them to appointments and being friendly and supportive.

Asset Protection Associate

Sears - Riverside, CA

October 2016 to December 2016

Prevent internal and external theft. Apprehend shoplifters and conduct investigations. Maintain safe working environment for customers and associates. Monitor cctv surveillance system for suspicious behavior and theft. Make sure to prevent and remove any safety hazards from the store. Investigate potential internal theft and fraud. I was transferred to current store after this store closed. Write reports regarding incidents of theft or other incidents in the store. Utilize CCTV equipment to record theft and other incidents

Professional Golfer

Self-employed - Yucaipa, CA

June 2011 to December 2014

Practice for 8-10 hours a day, 5-7 days a week. Manage tournament schedule and play in tournaments with goal of becoming a PGA Tour player.

Education

P.O.S.T certificate in Police academy

San Bernardino Valley College Extended Basic Police Academy Class - San Bernardino, CA

October 2015 to October 2016

High school diploma in History of Education

Esperanza High School in the Placentia Yorba Linda Unified

2008 to June 2011

Skills

- CNC
- Arabic
- CCTV
- Surveillance
- Calipers
- Micrometer
- Machining
- Security
- CNC Lathe
- HTML5
- JavaScript
- CSS
- APIs
- Git
- Mechanical knowledge
- Precision measuring instruments
- Manufacturing
- ISO 9001
- Fanuc
- SQL
- Node.js
- React
- GitHub
- Bootstrap
- Web development
- jQuery
- MySQL
- JSON
- CNC milling machine

Certifications and Licenses

CPR/First Aid

October 2016 to October 2017

Assessments

Cognitive Ability — Familiar

July 2019

Combining pieces of information to form general rules or conclusions.

Full results: [Familiar](#)

Sales skills — Highly Proficient

July 2021

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

Social media — Completed

October 2020

Creating content, communicating online, and building a brand's reputation.

Full results: [Completed](#)

Written communication (advanced) — Proficient

August 2021

Advanced application of best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Written communication — Familiar

October 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: [Familiar](#)

Customer focus & orientation — Highly Proficient

December 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Customer service fit — Proficient

July 2021

Measures the traits that are important for success for customer service roles

Full results: [Proficient](#)

Basic mechanical knowledge — Proficient

September 2021

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

Attention to detail — Highly Proficient

December 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I can read, write and speak Spanish fluently. I can also read, write and speak Arabic on a beginner level.